



STATE OF IOWA

GOVERNOR TERRY E. BRANSTAD
LIEUTENANT GOVERNOR KIM REYNOLDS

IOWA DEPARTMENT OF VETERANS AFFAIRS
JODI TYMESON, EXECUTIVE DIRECTOR

Veterans Commemorative Property Transaction Notification Form

The Iowa Department of Veterans Affairs (IDVA) has been granted authority under Iowa Code 37A.1 to regulate the sale, trade, or transfer of any memorial property that identifies or commemorates any veteran or group of veterans, including any veteran's organization or any military unit, company, battalion, or division.

Applications must be received 60 days prior to the transaction date of the property. Decisions will be rendered in a timely manner, prior to the proposed transaction date.

Please provide the following information:

Date of Application: __/__/__

Date of Transaction: __/__/__

Veteran's Commemorative Property Type: _____

Contact Person: _____

Signature: _____

Cemetery Name: _____

Address: _____

City/Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

IDVA will only authorize transactions of veterans commemorative property under the circumstances listed below. Please mark all items that apply to your situation and provide identified supporting documents.

CHECK ALL THAT APPLY:

_____ THE VETERANS COMMEMORATIVE PROPERTY IS AT RISK OF DETERIORATION

Transactions may be approved if the property is determined to be at risk of deterioration to a point where the veteran, group of veterans, or veteran's organization that the property commemorates will be unrecognizable.

***Please include:* Documentation of the deterioration or risk of deterioration.

_____ RELOCATION OF VETERANS COMMEMORATIVE PROPERTY TO A SUITABLE LOCATION

Transactions may be approved if the property will be transferred to an individual or organization that will preserve the current condition of the property and will display the property in a manner that will commemorate the veteran, group of veterans, or veteran's organization that the property was originally intended for.

***Please include:* Notarized documentation of consent from the person receiving the property and their plans to preserve and display the property in a fitting way. Contact information for the person receiving the property must also be provided.

_____ TO PROVIDE FOR THE MAINTENANCE OF CEMETERY PROPERTY

Transactions may be approved if the transaction of the property is necessary to ensure that sufficient funds are available to maintain the cemetery where the veterans commemorative property is placed, and the specific lot, plot, grave, burial place, niche, crypt, or other place of interment of a veteran or group of veterans. ***Please include:* A statement of need for the cemetery and future maintenance plan.

_____ THE PROPERTY WILL BE REPLACED WITH A FITTING MEMORIAL

Transactions may be approved if the property will be replaced at the same site, with a memorial that will continue to commemorate the veteran, group of veterans, or veterans organization that the original memorial was intended to honor.

***Please include:* Documentation of plans to replace the existing property and timeline for replacement.

_____ DONATING VETERANS ORGANIZATION APPROVAL

Transactions may be approved if the veteran's organization that is believed to have donated the property consent to the transaction.

***Please include:* Signed and notarized documentation of consent from the donating veterans organization. Contact information for the donating veteran's organization must also be provided.

_____ OWNER APPROVAL

Transactions may be approved if the owner of the property authorizes the transaction and is aware the entity in possession of the commemorative property will retain the proceeds of the transaction.

***Please include:* A signed and notarized statement from the lending owner, consenting to the transaction and that the proceeds of the sale will be retained. Contact information for the lending owner must also be provided.

Please submit the completed application with original signature and supporting documentation to:

**Iowa Department of Veterans Affairs
7105 NW 70th Avenue
Camp Dodge – Building 3663
Johnston, IA 50131-1824
Phone: 515-242-5331 or 800-242-5659**

For internal use only:

Executive Director, IDVA

☐ Approved. I certify that the application meets all legislative and administrative requirements.

☐ Disapproved.

☐ Decision deferred pending receipt of more information from applicant.

Comments from the Director: _____

Director, Iowa Department of Veterans Affairs

Date